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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Agricultural Conservation Programs Branch

1950 AGRICULTURAL CONSERVATION PROGRAM

Procedure for Determining and Reporting Performance

Section 1. Organization. These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1950 Agricultural Conservation Program Bulletin.

Farm inspectors, working under the direction of the Director of the Extension Service for Alaska, will visit each farm that is participating in the program, and assisted by the producer will determine and report performance for the farm. A farm inspector should not check performance on any farm in which he or a near relative has any sort of financial interest.

Section 2. Procedure for Farm Inspectors. Each farm inspector will be furnished with:

1. The necessary measuring equipment.
2. Copies of the 1950 National Agricultural Conservation Program Bulletin, the Alaska Handbook (ACP-1950-Alaska), and these instructions.
3. Copies of Notices of Approval and Performance Report (Form ACP-202-3)
4. A notebook to keep a record of measurements and supplementary information.
5. Measurement records from previous programs for the farm to be visited.

The inspector will visit each participating farm in his assigned territory and, if possible, get the producer to assist in checking performances. If the producer is unable to assist, he should delegate someone as his representative to assist the inspector. The producer should be notified in advance of the visit, if practicable.

Section 3. Methods and Equipment to be used in Checking Performance. The amount of each conservation practice performed will be determined by accurate measurements, except Practices 1 and 10. These practices will be checked from the records of the quantity of material used and inspection of the areas on which they were applied.

Whenever acceptable measurements of permanent fields are available from previous programs or other government records, they should be used. When more than one crop has been planted in such areas, accurate measurements of the smaller subdivisions may be made and this acreage subtracted from the known acreage of the permanent field.



The areas of fields will be calculated from measurements of the sides, diagonals, or other principal dimensions of the actual crop areas, excluding uncultivated areas along fences or rows, or within crop bounds. In cases of cultivated crops, one-half of the width of a row should be allowed around the edges of the crop area as the outside boundary of the field. If measurements are made by chain, distances should be measured to the nearest twentieth of a chain. With other devices, measurements should be shown to the nearest foot. Ditches (practice 7) will be measured in linear feet, and permanent sod waterways (practice 8) in sq. ft. of area seeded or sodded and in cu. yds. of earth moved.

The total cropland in the farm will be determined from the required measurements of cropland devoted to conservation practices and an estimate of any other cropland in the farm. Records of the producer, or from previous programs, should be used in making this estimate.

The acreage of pasture land in the farm not included in the cropland will also be estimated.

The total land in the farm will be determined from the cropland and noncrop pasture figures and an estimate of any other land in the farm.

If a surveyor's chain 66 feet in length is used as the unit of measurement, calculation of acreages will be simplified because 10 square chains equal one acre. One of the following types of equipment is suggested, but other recognized methods of land measurement may be used.

1. Surveyor's chain and 11 chaining pins. A "dog chain" or "tie chain" 66 feet long, made of 15 gauge wire in "figure 8" shaped links, and with tenths of a chain marked with numbered metal tags. Chaining pins about 12 inches long may be made from No. 9 galvanized wire.
2. Metallic tapes, 66 feet or 132 feet in length and 11 chaining pins.

#### Section 4. Filling out Form ACP-202-3.

Section 1. This section will have been completed at the time of issue, and no entry is required.

Section 2. FARMER'S REPORT - Enter the practice number in column A, and in column B under "Description of Practice" such description as is needed to determine whether specifications for each practice have been met. Enter in column C under "Extent Completed" the units of each practice performed.

The farm inspector must determine that each practice which is entered was carried out in 1950; that each practice was performed in accordance with good farming standards for the locality; and that such practices conform to the specifications contained in the 1950 program handbook. When a practice



was carried out with the aid of a Federal or Territorial agency, the extent of the practice performed shall be reduced by twice the percentage of the cost of the practice which was furnished by such agency. Full credit is to be allowed when labor, seed, or other materials were furnished by an agency of the Territory to the Territory or an agency of the Territory.

If a practice was carried out on government-owned land, the farm inspector should show only the units of the practice carried out by any private person on cropland owned by the United States or a corporation wholly owned by it, or noncropland so owned which is permanently under such ownership and was not reserved primarily for conservation purposes. If a practice was carried out on land retired from agricultural production, the farm inspector should show only the units of the practice which were carried out on the land prior to the date on which it was retired from agricultural production. (See in this connection the provisions of subsections B and C on page 22 of ACP-207, General Procedure for Applications for Payment.)

In reporting Practice 1, the name of the material, the percent of available  $K_2O$  or  $P_2O_5$ , the pounds applied, and the crop to which applied, should be entered in Column B, together with the practice description. To determine the number of units to be entered in column C, multiply the pounds of material applied by the percent of available  $K_2O$  or  $P_2O_5$ , whichever is applicable.

The farm inspector will insure that the crops planted under Practices 2, 3, and 4 are THE ONES SPECIFIED in the 1950 program handbook. Similarly, areas qualifying for payment under Practices 8 and 9 must have been seeded in good seed OF THE VARIETIES SPECIFIED in the 1950 program handbook. Areas qualifying for payment under practice 10 must have been seeded in good seed of the seeds specified in the 1950 program handbook.

The farm inspector will obtain from the producer complete evidence sustaining the purchase and delivery to the farm of fertilizer used in carrying out Practice 1. This evidence (1) may consist of itemized accounts, receipts, or invoices; (2) will be attached to the Farmer's Report (Form ACP-202-3) and (3) is required for approval of any payment under Practice No. 1.

The amount performed of each practice should be computed to the nearest tenth of an acre, the nearest cubic yard, pound, 100 linear foot, or 1000 square feet. For example, fractions of an acre in hundredths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundredths shall be considered one-tenth.

The contribution of the farmer listed in the heading of Form ACP-202-3 to the practice shall be entered in column D as a percentage. If more than one producer contributed to the carrying-out of practices on the farm, enter in column E the names, addresses and contributions of producers other than the farmer listed in the heading of the form.



Certification of Form ACP-202-3. After the farm inspector has completed the entries on the Farmer's Report, he should enter the date of the inspection and sign his name in the space provided in Section 2. The producer or his representative who assisted in determining the performance should sign in the same manner.

Subsequent Inspections. Whenever possible, the farm inspection should be made at a time when all performance for the year may be determined and reported. Where it is necessary to return for a second inspection, the same Form ACP-202-3 should be used, with any additional information entered in accordance with these instructions. The date of the second inspection and signatures of inspector and producer should also be entered.

Reporting Violations of General Provisions Relating to Payment. The farm inspector shall prepare a detailed report of all cases where it is believed that any producer (1) has failed to maintain practices established under previous programs in accordance with good farming practices or the effectiveness of such practice is destroyed during the 1950 program year, (2) has adopted or participated in any practice which tends to defeat the purposes of the 1950 or previous programs, (3) has employed any scheme or device the effect of which would be or has been to deprive any other person of any payment under the program, (4) has been negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard during the 1950 program to other land in the community, or (5) has adopted, or participated in adopting, any scheme or device designed to evade, or which has the effect of evading the \$2500 maximum payment limitation.

Section 5. State Office Review of Forms ACP-202-3. Completed Forms ACP-202-3 will be reviewed by the State Office to determine whether they have been properly completed, and whether the data furnished is adequate. It will be determined whether necessary invoices and receipts are attached, whether services furnished under purchase orders have been accounted for, whether the names and shares of persons who contributed to performance of each practice are shown, and whether the signatures of the farmer and farm inspector and the dates are shown.

If the extent of performance in column C of Section 2 of Form ACP-202-3 exceeds the extent approved for the practice in column D of Section 1, enter in column F of Section 1 the amount of assistance approved for the practice (entry in column E of Section 1).

If the extent of performance in column C of Section 2 of Form ACP-202-3 is less than the extent approved for the practice in column D of Section 1, enter in column F of Section 1 the extent in column E of Section 2 times the practice payment rate.



The State office should examine cases where there is any indication that there has been failure to maintain practices carried out under previous programs and/or failure to carry out approved erosion control measures and determine whether deductions should be made or payments withheld from the producer responsible. If it appears that a producer has adopted or participated in adopting any practice which tends to defeat the purposes of the current or previous programs, which has the effect of depriving any person of any payment under the program or which has the effect of evading the maximum payment limitation, the State office will determine whether payment should be withheld from the producer. A note indicating the determination made in connection with these cases should be entered on the performance report and initialed by a representative of the State office.

If a practice has been carried out with State or Federal aid, the State office will determine whether the extent of the practice performed has been reduced (when applicable) by twice the percentage of the cost of the practice which was furnished by the State or federal agency. If such a reduction in the extent is applicable and has not been made, the adjustment will be made and initialed by the person who made it.

Ineligible units of practices performed on government-owned land or on land retired from agricultural production if shown on the performance report, should be deleted and the deletion should be initialed by the person making the deletion.



